

ABOUT MONO COUNTY

Wild by nature, Mono County is a destination that is full of adventure. Set on the eastern slopes of California's Sierra Nevada mountain range, Mono County is a rare environment of natural contrasts: Soaring granite peaks, spacious desert vistas, quiet lakes, bubbling hot springs, cold mountain streams, winter snows, sunny summer skies, rolling sagebrush hills, vibrant wildflower meadows.



Photo: © Greg Newbry

Best of all, this natural playground is matched with a complete range of amenities and activities making it an ideal place to get away from it all. Enjoy an array of fine shops, restaurants, cafés, and other amenities. Ski, snowboard or bike down resort or backcountry mountain trails, fish numerous lakes and streams, relax in a soothing hot spring, or paddle a kayak on challenging and picturesque waters.

The Town of Mammoth Lakes and other smaller communities along the 395 corridor offer fine schools, shopping, dining and recreation.

The County Seat is located in picturesque Bridgeport between Mammoth and Minden and Carson City NV.

The northern areas of the county include Topaz, Coleville and Walker. The southern areas of the county include Crowley Lake, Benton, Mono City, Lee Vining, Mammoth Lakes and Chalfant.

Mono County offers numerous recreational opportunities and a high quality of life for your family and friends. Enjoy living and working where you would come to vacation.

BENEFITS: *Mono County provides generous benefits, including Cal PERS retirement, medical, dental, vision and 401 deferred compensation.*

TO APPLY

Provide Mono County application and resume to:

County of Mono, CAO/HR
P.O. Box 696, Bridgeport, CA 93517
Telephone: (760) 932-5412
Fax: (760) 932-5411

Email: hr@mono.ca.gov

www.monocounty.ca.gov

Faxes or email will be accepted only if the original application is mailed and postmarked by the filing date.

SPECIAL NOTE: The provisions of this job bulletin do not constitute an expressed or implied contract. The County of Mono reserves the right to make necessary modifications to the recruitment plan. The physical demands are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Any questions or comments about the need for accommodation should be directed to HR.

COUNTY OF MONO



INVITES APPLICATIONS FOR

ASSISTANT DISTRICT ATTORNEY

At-Will position

Salary: \$9,527

Open Until Filled

1st Application Review: 11/6/2013

Equal Employment Opportunity Employer

THE POSITION

The person selected for this challenging position will, under administrative direction, assist the District Attorney with the management and administration of the District Attorney's Office; serve as the District Attorney in the District Attorney's absence; perform a variety of the most complex professional legal work and legal research; to represent the District Attorney's Office on assigned cases; plan and coordinate investigation for the prosecution of legal cases; supervise professional legal staff, investigative staff, and Department support personnel, as assigned; and do related work as required.

DISTINGUISHING CHARACTERISTICS

This is a top-level management classification, which assists the District Attorney with the general management, planning, coordination and supervision of the District Attorney's Office and staff.

EXAMPLES OF ESSENTIAL DUTIES

Assists with planning, organizing, developing, coordinating, managing and supervising the functions and operations of the District Attorney's Office and staff; confers with the District Attorney in the development and implementation of Department goals and objectives; has responsibility for and participates in strategic planning, preparation of grant applications, personnel staffing, and budget preparing for the District Attorney's Office; complies and oversees the administration of the Department budget; reviews criminal case files and discusses cases with professional legal staff; performs a variety of the most complex professional legal assignments and research; appears in courts on cases, preparing for cases by researching, writing motions, meeting with witnesses, conducting investigations, and preparing jury instructions; observes Deputy District Attorneys in court; provides training and evaluates staff performance; discusses trial

strategies and potential case dispositions with the Deputy District Attorneys' represents the District Attorney's Office with the County Sheriff and local Police Chiefs on criminal justice issues; meets with and advises the Grand Jury; represents the Department in contacts with the public, community organizations, the press and other government agencies; serves as the District Attorney when delegated.

- **Minimum Qualifications:** Active membership in the State Bar of California. Possession of a driver's license valid in California. Broach and extensive professional legal work experience performing criminal law, including at least two (2) years in a management or supervisory capacity.
- **Special Requirements:** Must be a member in good standing of the California State Bar Association at all levels.
- Proof of Bar membership required.

Knowledge of:

- Budget and grant development and administration.
- Principles of supervision, training, work evaluation, and management.
- Principles of Criminal, Constitutional, Civil, and Administrative Law.
- California codes and statutes applicable to criminal law.
- Judicial procedures and rules of evidence.
- Legal research methods.
- Interviewing techniques.
- Computers and software used in professional legal work.

Ability & Willingness to:

- Assist with planning, organizing, supervising, and managing the functions and operations of the District Attorney's Office.
- Supervise, train, and evaluate the work of assigned staff.
- Perform a variety of budget and grant administration work.
- Perform complex professional legal and legal research work.
- Maintain administrative responsibility for an assigned area of legal services.

- Analyze facts and apply legal precedents and principles to assigned cases.
- Prepare and present cases at all levels of the court system.
- Communicate effectively both orally and in writing.
- Prepare and present a variety of special reports.
- Operate a computer and use appropriate software in the performance of professional legal and Department administrative work.

THE EXAM PROCESS

The examination process will consist of a review & competitive evaluation of the required knowledge & abilities as demonstrated on the application. Those successful in this evaluation will be invited to an oral examination (weighted 100%), which also may include a related work performance exercise. If a large number of applications are received for this recruitment, only the most qualified applicants will be invited to participate in the examination process.

SUPPLEMENTAL QUESTIONNAIRE

It is expected that you will be as complete & specific as possible. Your answers should be submitted on 8½" x 11" paper, preferably typed, & submitted with your completed employment application.

Supplemental Question: Describe trial experience.

Please provide the following information:

The exam process includes an application, resume, and a summary of your trial experience.

The exam process will include not only an interview, but also a review and practical demonstration of the required knowledge and abilities as stated on the application.



